

## INDUSTRIAL RELATIONS OFFICE

1 October 1964

### MEMORANDUM TO ALL EMPLOYEES

#### Naval Station Blood Bank Policy

1. Policy. The primary requisite of this membership program is to provide blood for the employees, their families and/or dependents.

a. It is of the utmost importance that anyone physically able to donate blood continue to volunteer their services, but those unable to donate blood, because of physical limitations, are invited to donate \$1.00 per year, making them eligible members of the Naval Station Blood Bank.

b. Employees have an opportunity to participate in a realistic "do unto others....." program, and should make every effort to make the Blood Bank a successful and rewarding one. No employee or his family is exempt from an emergency, and the Blood Bank has proven a "life saver" in the truest sense.

c. All information entered on the Yearly Membership Application is confidential to the members of the Blood Bank Committee.

#### 2. Definitions

a. A MEMBER is defined as one who either donates a pint of blood or who, because of physical limitations is unable to give blood, donates \$1.00 for the Naval Station Blood Bank fund before 1 November of each year.

b. A DEPENDENT is defined as anyone who is a member of the immediate family or who is declared as an exemption on the current Federal Income Tax Return prepared by Blood Bank member employees, or one who is primarily dependent upon the employee, in which case the Blood Bank Committee reserves the right to require proof of dependency.

c. MEMBERSHIP YEAR - From 1 November of one year to 31 October of the following year.

#### 3. Procedures

a. For qualifying as a member - (1) Donate a pint of blood, or (2) Pay the the \$1.00 fee.

b. In order that all employees be considered equally, it will be necessary that the donation of blood or the payment of the \$1.00 be accomplished by 1 January of each year. If a donor is unable to give blood at the first visit of the Bloodmobile, he will be expected to pay the \$1.00 fee. If a member is able to donate blood at a subsequent visit within the same year of the Bloodmobile, his \$1.00 fee will then be returned.

c. For repayment of blood, there are two methods employed by the San Diego Blood Bank in which blood can be repaid, as follows:

(1) Donate one pint of blood and pay \$10.00 for processing costs.

(2) Pay a flat fee of \$35.00 per pint.

d. The policy of the Naval Station Blood Bank is as follows:

(1) Any donor giving blood during the calendar year is entitled to unlimited replacement of blood for that year without having to pay processing charge.

(2) Members unable to donate blood will be required to pay the processing charge for the first pint of blood each time blood is required for any illness. All service charges after the first pint will be paid by the Naval Station Blood Bank Fund.

e. Employees requesting payment for blood received for themselves or dependents will present the statement received from the San Diego Blood Bank to their Activity Blood Bank Chairman.

4. Responsibilities - Each Activity Blood Bank Committee establishes policies for donation of blood, defines persons eligible to receive blood, ~~reviews~~ requests for payment of blood, and authorizes release of blood from the Naval Station Blood Bank or processing costs from the general fund. All authorized requests for blood replacements and/or service fee payments will be processed by Employee Services Office.

5. Donation of Blood - The scheduling of blood donors will be arranged by the Personnel Assistant of each activity.

6. Charge to Leave - In accordance with NCPI 630, employees who volunteer as donors to the Blood Bank may be excused from duty without charge to leave.